



STATE OF MONTANA JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV – Other Important Job Information**.

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

SECTION I – Identification

Working Title Accounting Tech		Job Code Number 433313	Job Code Title Accounting Technician
Pay Band 3	Position Number 66055		<input type="checkbox"/> FLSA Exempt <input checked="" type="checkbox"/> FLSA Non-Exempt
Department Secretary of State			Division and Bureau Executive Services
Section and Unit Fiscal Unit			Work Address and Phone 1301 E. Sixth Ave, PO Box 202801 444-4284
Profile Produced By Christi Jacobsen			Work Phone 444-4284

Work Unit Mission Statement or Functional Description - This section should include a complete statement of the mission or function as it relates to the work unit.

The Secretary of State is one of six executive-branch officers originally designated by the Montana Constitution of 1889. The Office of the Secretary of State (SOS) is responsible for all business registrations. The office reviews, approves, maintains, and distributes records of business and non-profit organizations; and files and maintains records of secured financial transactions under the uniform commercial code. The SOS records notary public registrations and maintains the official records of the executive branch and the acts of the Legislature. The SOS administers the state's record center and provides state-wide records management services. The office serves as the central filing and publication source for the Administrative Rules of Montana and the Montana Administrative Register. The Secretary of State serves as Montana's chief election official and is responsible for the application, operation and interpretation of elections laws except those pertaining to campaign finance. The Secretary of State serves on the Board of Land Commissioners and the Board of Examiners.

The Secretary of State's Office is administered by a chief deputy and is divided into five divisions: Executive Services, Administrative Rules, Business Services, Elections and Government Services, and Records and Information Management. The Fiscal Services Unit is included in the Executive Services Division. This Division executes the duties of the Secretary of State's Office under the Montana Administrative Procedure Act and provides general administrative and technology support services for the entire agency. Agency-wide services provided include agency information systems support for local area network computer and software systems, budgeting, payroll, accounting, procurement, mail processing, and human resources.

The Fiscal Services Unit is responsible for all department accounting, contract management, purchasing, budgeting, and for serving as the accounting and audit coordination liaison with other state departments and various federal agencies. Other responsibilities include defining department accounting and purchasing policy, updating department accounting and fiscal rules, policies, and procedures.

Describe the Job's Overall Purpose:

The Secretary of State's office uses a variety of internal and statewide systems to record deposits into the state treasury, generate payments, track accounts receivables and payables, and to record activities in proper funds and account for expenditure activities. This position is responsible for the timely and accurate processing of accounts receivables and accounts payables; for the accurate preparation and input of recordings of deposits and revenue into the appropriate accounting system, including the interim cash management, UCC and prepaid accounting systems; and for filing of financial documents.

SECTION II - Major Duties or Responsibilities

**% of
Time**

This section should be a clear concise statement of the position's duties. Well written thorough task duty statements are required here to accurately evaluate the position.

1. What are the major duties or responsibilities assigned to this position? Group duties in order of importance and estimate the percent of time needed to perform each duty. **NOTE:** Because you are identifying **major** duties usually 3-5, the quantity of time probably will not be less than **20%**. If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.

A. Accounting Services

50%

1. Accounts Payable: Serves as the point of contact for the Agency's accounts payable. Processes vendor invoices, travel expense vouchers, inter-unit journals, contractor invoices and other agency invoices to in the Statewide Accounting and Resource System (SABHRS). Ensures vouchers are processed accurately, authorized by the appropriate individual, timely and efficiently, according to generally accepted accounting principles, and in compliance with state and federal policy and procedures. This involves verifying that goods and services are received in compliance with agreements, correctly calculated, itemized, and coded accurately; reviewing transmittal records to prevent duplicate payments; and identifying and reconciling errors, discrepancies, and other problems through accounting procedures and consultation with office staff, vendors and other involved parties.
 - a. Checks SABHRS system to ensure Vendor information is current for the payments to be generated. Processes new vendors into the system. Initiates update process as needed.
 - b. Enters voucher information into SABHRS. Prints completed work and gives with the original documents any backup and approval sheets to Manager for approval on system so warrant will be generated.
 - c. Mails out warrants with appropriate documents to vendors.
 - d. Submit correcting journal entries to correct system or cost allocation errors and to ensure the accuracy of information on accounting systems. This includes researching discrepancies, reviewing vouchers and spreadsheets, preparing correcting entries, compiling supporting documentation, and submitting information to the fiscal manager.
 - e. Coordinate fiscal year end activities, including tracking expenditures to make sure they are recorded in the correct fiscal year.
2. Ensure agency accounting standards, legislative intent, internal controls, and business policies (e.g., MOM's, FYE and accrual instructions, vendor payments,

collections, claims, inventory, SABHRS) are properly implemented and that business operations comply with applicable standards. This includes reviewing work in progress to resolve problems and ensure quality; keeping up with changes affecting area business practices.

3. Procurement Card System Administrator: Coordinates the distribution of cardholder agreements, provides annual and on-going training to users of the PROCARD, responsible for reconciling the bank statements with receipts on a monthly basis, responsible for monthly payments and distributing costs to the correct accounting codes, audits process for accuracy and to ensure employees are following established guidelines.
4. Trains office staff in policies and procedures related to accounts, budgets and financial records to ensure staff competencies and compliance with applicable state and federal requirements.

B. Contract Management

Contract Maintenance: This position will maintain and monitor all contracts for the agency. Verifies compliance of payment with contract specifications, maintains central file of contract documents. Develops tracking system/approach for contract management.

C. Asset Management

Tracks office inventory assets as related to records on the State Accounting and Human Resource System (SABHRS) to ensure effective inventory control, and compliance with state and federal law. Updates inventory files by monitoring inventory movements, additions, and disposal and recording property numbers, descriptions, acquisition, dates, costs, orgs, locations, and other needed details. This includes inventory items not requiring capitalization on the asset management system.

D. Other Duties as assigned. This position performs a variety of other duties as assigned by the manager in support of the agency mission and work unit objectives. This includes providing back-up to mail clerk and other accounting technicians; exchanging information with agency staff and the public; participating in ongoing training and educational programs; researching and compiling a variety of financial reports related to program revenues and expenditures to identify and assess budget, accounts processing problems, and income and expenditure trends.

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

The actions and decisions of the individual directly affect the quality, compliance and efficiency of the Office's accounting systems. Effective application of state and Office policies and accounting standards ensures the technical/legal integrity and effective overall management of the Office budget. This position is responsible for ensuring adherence to specific accounting procedures; effectively communicating with office staff, vendors, and others to resolve errors and discrepancies; and for promoting effective fiscal management throughout the Office.

3. What do you consider the most complicated part of the job?

The most complicated part of the job involves the accurate interpretation of federal and state accounting laws and policies; use of proper accounting codes, and developing recommendations for procedural and policy changes.

4. What guidelines, manuals or written established procedures are available to the incumbent?

Available guidelines, manuals, and written procedures available to the incumbent include GAAP; MCA; policies and procedures in MOM, SABHRS documentation, and other state and federal fiscal and operational regulations; Office policy; state personnel and payroll policies and procedures; and state procurement policies and procedures.

5. The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Accounting - Receivables Processing

Duty B: Contract Management

Duty C: Asset Management

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 15 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, verbally in person, and over the phone

MENTAL

- Ability to multi-task
- Organized
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Reconciling information
- Analyzing
- Coordinating

6. If this position supervises other positions, complete the following information.

The number of employees supervised is 0.

List the complexity level of the subordinates N/A.

Please list the Position Number for those supervised N/A.

Is this position responsible for:

- ☐ Hiring ☐ Firing ☐ Performance Management ☐ Promotions
- ☐ Supervision ☐ Discipline ☐ Pay Level ☐ Other:

7. Please attach an Organizational Chart (optional).

SECTION III - Minimum Qualifications - List the minimum requirements for **first day** of work.

Please list the main knowledge and skill areas required for the job:

Knowledge of accounting principles and practices, including GAAP, MCA, policies and procedures in MOM, SABHRS documentation, and other state and federal fiscal and operational regulations. Also requires knowledge of standard business practices and methods, state personnel and payroll policies and procedures; and state procurement policies and practices.

Skill in using spreadsheet and database software, standard office equipment, ability to accurately enter numeric and alpha information into a complicated data base; 10 key and typing skills; and ability to make mathematical computations.

What behaviors are required to perform the duties?

- **Verbal Communication:** Keeps appropriate individuals informed. Listens to others respectfully, understands or seeks clarification, and responds appropriately demonstrating tact and diplomacy. Expresses thoughts and ideas clearly.
- **Written Communication:** Writes clearly, logically and effectively using proper style, tone, grammar, spelling and punctuation.
- **Flexible at Work:** Responds positively to changes in direction, priorities, responsibilities, personnel or assignments. Works effectively in a variety of situations and with a variety of individuals or groups.
- **Working with Others:** Relates to others in an open and accepting manner; is approachable. Offers and accepts opinions constructively. Adjusts to how individuals and the work unit will react. Treats others with respect. Constructively resolves disagreements. Is open to others' ideas and gives credit and recognition to others.
- **Responsive to Work Needs:** Willing to perform different jobs, cross train, or assist wherever needed. Is aware of co-worker workload and responds accordingly.
- **Takes Action:** Takes effective and appropriate action to perform job duties without being reminded. Willingly accepts more responsibility or more work.
- **Forward Looking:** Suggests improvements and new ideas, technologies, and approaches. Willingly applies new and evolving ideas, methods, designs and technologies to work. Looks for efficiencies without compromising the quality or accuracy of the work.
- **Efficiency and Focus:** Uses time effectively and prioritizes tasks. Is aware of workload and makes appropriate adjustments to meet deadlines and complete tasks. Handles

interruptions or distractions and stays on task. Achieves goals.

- **Accuracy:** Ensures accuracy of work and makes corrections in a timely manner. Is conscientious and monitors own quality of work.
- **Attendance:** Arrives on time for work and demonstrates good attendance record.
- **Organizational Awareness:** Understands and follows the rules, policies and laws that govern work. Identifies key decision-makers; understands and respects the balance of authority. Acts in an ethical manner.

Education and experience: Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

- | | |
|---|---|
| <input type="checkbox"/> No education required | <input type="checkbox"/> 2 year job-related college or vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> College degree (Bachelor's) |
| <input checked="" type="checkbox"/> 1 year job-related college or vocational training | <input type="checkbox"/> Post-graduate degree or equivalent (e.g. Master's, JD) |

There may be a variety of fields of study that are acceptable. A Human Resource Specialist may have a Bachelor's in Human Resources, Business Administration, Public Administration or another related field. Please specify the acceptable fields of study:

Accounting, Business Administration, Office Management, Information Technology or related field.

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify):

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

- | | |
|---|---|
| <input type="checkbox"/> No prior work experience required | <input type="checkbox"/> 3 to 4 years job-related work experience |
| <input checked="" type="checkbox"/> 1 to 2 years of job-related work experience | <input type="checkbox"/> 5 or more years of job-related work experience |

Specific experience (optional):

☒ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list examples of acceptable alternative methods of obtaining those qualifications. **These examples should appear on a vacancy announcement.**

Post secondary education in accounting or a related field may be substituted for some required experience.

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.

The majority of the work is in a normal office setting but incumbent must be able to lift 30 pounds and be able and willing to carry heavy boxes outside and up the hill to the capitol building in cold weather.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Employee:

Signature	Title	Date
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Immediate Supervisor:

Signature	Title	Date
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Administrative Review:

Signature	Title	Date
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